



No. 4125 dtd 11/10/18

To,
The Principals of all private Polytechnics.

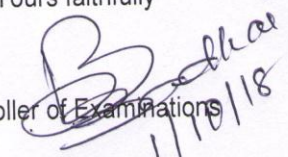
Sub.: **Bio-Metric Registration of 2018 admitted Regular & Lateral Entry students.**

Ref.: Letter no. 3962 dtd. 11.09.2018.

Sir/Madam,

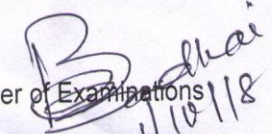
In inviting a reference to the subject cited above and letter under reference I am to inform you that Bio-Metric Administrators of Govt. Polytechnics have already visited all private Polytechnics of their district once for conducting Bio-Metric registration of their 2018 admitted Regular & Lateral Entry students. In addition if any student of the ongoing 3rd & 5th sem has yet not been registered in the Bio-Metric devices, then such students should also be registered along with the new students. Most of the private Polytechnics have informed that some of their students who were absent on the date of registration have yet not been registered in the Bio-Metric Attendance system. Hence Principals of all Govt. Polytechnics are hereby requested to plan out a schedule and inform the private Polytechnics of their district about the date on which their staff will visit those private Polytechnics to complete the Bio-Metric registration of the leftover students. This activity has to be completed by end of this week. It is the sole responsibility of the Principal of each private Polytechnic to ensure that all their leftover students are present on the intimated/notified date for Bio-Metric registration. If Govt. Polytechnic Bio-Metric Administrators have yet not visited any private Polytechnic of their district then they should immediately move to that private Polytechnic and complete the Bio-Metric Registration of the admitted students. All private Polytechnics should be visited maximum twice for completion of the activity depending on the student strength. The Bio-Admin of the Govt. Polytechnics will contact Mr. Sovan of NIC (9658132588) and get the ID & password of the bio-metric devices, open the devices, complete the registration of the students, reset the date if required and again lock the devices and intimate Sovan about the ID & password. The place where Bio-Metric devices are installed should be under CCTV surveillance. Principals are requested to note the datelines and act accordingly. **Principals of all Polytechnics to strictly note that if a regular student of 1st, 3rd & 5th sem is not registered in the Bio-Metric Attendance System then it will be presumed that the student does not exist and his/her name will not appear during form fill up for Winter 2018 exam.** If any student has left the institute but his name is appearing in the Bio-Metric portal then mail details of all such students along with their Bio-Metric ID in EXCEL format to the mail-id "biometricdtet2017@gmail.com" for removing their names from the portal.

Yours faithfully


Controller of Examinations
11/10/18

Memo No. 4126 dtd. 11/10/18

Copy to Principals of all Govt. Engg. Schools/Polytechnics for information & necessary action.


Controller of Examinations
11/10/18